

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-9-058

CLASSIFICATION TITLE Supervising Transportation Engineer	OFFICE/BRANCH Program Delivery/Strategic Delivery/Projects Administration Section-Northern/Central Valley Region	LOCATION Sacramento
WORKING TITLE Project Control Administrator (PCA)	POSITION NUMBER 311-001-3155-025	EFFECTIVE 11/09/18

GENERAL STATEMENT:

Under the general direction of the Principal Transportation Engineer (Deputy Director of Strategic Delivery), the Supervising Transportation Engineer (Project Control Administrator) is responsible for ensuring the delivery of all assigned California High-Speed Rail Authority (Authority) projects within scope, cost, schedule, and resources. The incumbent is directly accountable to the Deputy Director of Strategic Delivery providing technical recommendations and technical review of project proposals in the Strategic Delivery Branch. The incumbent is responsible for managing and facilitating the development, engineering and contract administration of projects from inception through completion of the construction contract.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

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| 35% (E) | <ul style="list-style-type: none">• Responsible for the consistent management and administration of all contracts, task orders and agreements in the Region and monitoring the contractor's performance in accordance with policies and procedure of the Authority, the State Contracting Manual (SCM) and the California State Government Code (GC).• Serve as the single point of contact for all the contracts for the Region and ensure that projects are delivered within scope, schedule, and budget as set forth in the approved program baseline working collaboratively with the Deputy Director of Projects (DP).• Identify critical decision points and ensure responsible functional managers are engaged in the resolution of issues. |
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- 30% (E)
- Identify any conflict areas, recommend solutions and seek concurrence through the Authority's senior management structure.
 - Oversee the development of monthly status reports for the Region, identify potential changes to the baseline, and oversee all potential changes through the Authority's change control process.
 - Assist in the development and lead the implementation of a Regional Strategic Plan in support of the Authority's program-wide strategic plan.
 - Recommend expenditure plans and delivery strategies for potential funding of all delivery phases and project components necessary to complete regional projects through construction.
 - Implement approved programming by advancing and managing contracts identified for delivery.
 - Perform complex, comprehensive and detailed analysis as required.
 - Direct the development of detailed scope of work for task orders in conjunction with the Project Managers (PMs) and Assistant Project Managers (APMs).
- 20% (E)
- Negotiate the necessary resource and schedule to deliver the scope of work.
 - Works closely with the PM and APMs to monitor the timely completion of contract and task order scope elements, deliverable requirements and make recommendation for resolution of contract discrepancies.
 - Review contract scope, schedule and costs of contracts to manage risks and ensure compliance with standards and accepted engineering practices.
 - Evaluates the performance of contractors for assigned contracts.
 - Provides leadership and direction to Contract Managers (CMs) and Deputy Contract Managers (DCMs) in the Region.
 - Assure timely review and processing of invoices by CMs to avoid penalties under the California Prompt Payment Act and ensure any financial disputes are resolved promptly.
- 15% (E)
- Assess the need for contract amendments, renewals, or new contract to meet the business objectives of the Region.
 - Manage and coordinate the work of CMs and DCMs and ensure adherence to the Authority's policies and procedures, the SCM and the GC.
 - Monitor and manage Region related contracts and contractors' activities to ensure all contractual requirements are met.
 - Attend and represent the Region in meetings attended by the Authority's Executive Leadership.
 - Provide support to the Deputy Director of Strategic Delivery.

KNOWLEDGE AND ABILITIES:

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's Equal Employment Opportunity (EEO) Program objectives; a supervisor's role in EEO, health and safety and labor relations programs and the processes available to meet their objectives.

Ability to: Plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, EEO and labor relations objectives.

SUPERVISION EXERCISED OVER OTHERS:

This position will supervise Senior Transportation Engineers, a Senior Bridge Engineer and will oversee and provide technical assistance and guidance to consultants, Authority staff, and other state and federal employees who work on the High-Speed Rail project.

DESIRABLE QUALIFICATIONS:

- Knowledge of the Authority's organization.
- Knowledge of the Authority's policies, project management concepts, construction and materials engineering and testing processes, and financial constraints.
- Knowledge and experience in transportation, and/or heavy and light rail operations.
- The ability to logically organize and present information, identify problems and formulate recommended actions. The ability to perceive political and policy implications of actions that the Authority is considering is desired.
- The ability to develop formats to present and display data, to collaborate with consultants and outside agencies, to present ideas orally and to work effectively with others as a team member is also required.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Failure to use sound engineering judgment and contract management skills may put the project delivery at risk and cause potential delays. Delays could result in increased costs and loss of confidence by the public investors and legislators in the Authority's ability to complete the project as scheduled and budgeted.

PUBLIC AND INTERNAL CONTACTS:

The incumbent must effectively interact with Regional, and the Sacramento Office functional units, local and regional agencies, other State and Federal agencies, the media, and the general public. The incumbent will also represent the Authority at public hearings and other forums.

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PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to sustain mental activity needed for report writing, problem solving, analysis and reasoning. The incumbent must be able to develop and maintain cooperative working relationships, respond to difficult situations, and must be able to recognize emotionally charged issues or problems.

WORK ENVIRONMENT:

While at their base of operation, the incumbent will work in a climate-controlled office under artificial lighting. The incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Frequent travel will be required.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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